

[RULE REVIEW GUIDELINES]

Formatting Text

Do Not

- Use any automatic Word formatting
 - Including: outline text styling, headings, numbered lists, bulleted lists, headers/footers, hidden text, etc.
- Emphasize text with underline or ~~strikethrough~~
- Utilize hyperlinks within the file
- Create multiple documents within one file
- Include any double spacing between words or punctuation
- Include a space between the section symbol and rule number
 - Correct: §74.1
 - Incorrect: § 74.1
- Emphasize rule number and titles with **bold** text

Do

- Italicize *Texas Register* as a publication title
- Ensure the Word formatting style is set as "Normal"
- Use any font or justification or line spacing
- Demonstrate emphasis through *italic* or ALL CAPS text
 - Ensure to continue the emphasis through the following punctuation
 - Example: *Texas Register*, should all be italicized text

Creating Miscellaneous File

File Name Guidelines:

- Under 10 characters
- No spaces
- No periods
- Only Word documents .doc/.docx

Upload file with the submission form on the liaison center

Deadline

Wednesday at NOON

Holiday exceptions may be found on the Texas Register page of the SOS website, under Liaison General Info, [publication schedule](#)

Assistance

Detailed instructions may be found on the Texas Register page of the SOS website, under Liaison General Info, [Liaison Center Training Information](#)

For assistance at any point in the submission and publication process, reach out to the Texas Register staff via phone or email: register@sos.texas.gov 512.463.5561